

**Town of Sunset Beach
Regular Tuesday Council Meeting
and Planning/Retreat Session
February 21, 2017**

MINUTES

Members Present: Mayor Robert Forrester, Mayor Pro-Tem Carol Scott, Councilman Peter Larkin, Councilman Mark Benton, Councilman John Corbett and Councilman Rich Cerrato

Members absent: None

Attorney & Staff Present: Susan Parker, Town Administrator; Attorney Grady Richardson; Bonita Bray, Finance Director; Kevin Dempsey, Fire Chief; Richard Childres, Assistant Fire Chief; Dustin Graham, Public Works Director; Joe Smith, Interim Police Chief; Cindi Stephenson, Public Works Department Administrative Assistant; and Lisa Anglin, Town Clerk

Mayor Forrester called the meeting to order.

Draft Agenda Approval

COUNCILMAN LARKIN MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Closed Session

COUNCILMAN LARKIN MADE A MOTION TO GO INTO CLOSED SESSION TO CONSULT WITH THE TOWN ATTORNEY CONCERNING PENDING LITIGATIONS WITH JAGUAR'S LAIR BOND COMPANY AND THE PROPERTY LOCATED ON THE WEST END OF THE ISLAND. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

MAYOR PRO-TEM SCOTT MADE A MOTION TO RETURN TO OPEN SESSION AND RECONVENE MEETING. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council met in Closed Session for approximately 45 minutes. No action taken.

Public Comments

Mayor Forrester called for Public Comments. None heard.

Old Business

Concert Series Committee Update

Fred Thorne, Committee Member thanked the Council for their platinum sponsorship and support of the Concert Series. Thorne advised that the Committee members are Anita August, Denise Williams, Wilson Sherrill. Due to funding constraints and increased costs only seven (7) Concerts have been scheduled for this year, May 24th, May 31st, June 7th, June 14th, August 23rd,

Old Business (Cont.)

Concert Series Committee Update (Cont.)

August 30th, and September 6th. The Concerts will be held at the Village Park on Queen Anne Street again the year and are from 7:00 pm – 9:00 pm.

Councilman Cerrato requested Thorne to explain an incident that occurred during a concert last year in which several people were not allowed to canvass the concert attendees to gathering petition signatures and were escorted from the grounds. Thorne explained that the Concert Series 501C4 Designation prohibits political involvement.

Dredging Motion

COUNCILMAN CERRATO MADE A MOTION FOR THE COUNCIL TO ACCEPT THE COMPLETE ENVIRONMENTAL RESOURCE COMMITTEE (ERC) REPORT DATED JANUARY 5, 2017 AND THE RESPONSES BY MOFFITT AND NICHOL AND THAT BOTH REPORTS BE PROVIDED TO ALL OF THE GOVERNMENT AGENCIES PARTICIPATING AT THE NEXT SCHEDULED SCOPING MEETING. MAYOR FORRESTER CALLED FOR DISCUSSION.

Councilman Cerrato read a prepared statement listing his reasons for the motion. Councilman Benton agreed that the ERC report and the Moffitt and Nichol responses need to be provided to all of the agencies involved. Councilman Corbett advised that the Council has not formally discussed the ERC Report or the Moffitt and Nichol responses to the report and the Consultant has not completed the project analysis or provided the Council with the results. Once the Council has all of the information from all of the sources then Council can have a formal discussion to fully evaluate all of the information provided, address all of the environmental concerns, consider funding options, determine the project path and reach a consensus on how to proceed. Councilman Larkin agreed that the Council is not in a position to accept or reject the ERC Report until the analysis is completed. Mayor Pro-Tem Scott advised that no decision should be made until all of the information is received and evaluated. Mayor Forrester questioned some of the expert opinions. Mayor Pro-Tem Scott believes that some members of the ERC are opposed to the dredging project. Councilman Cerrato advised that the information should be shared and the recipients can make their own decisions concerning the contents and expert opinions.

MAYOR FORRESTER CALLED FOR A VOTE. COUNCILMAN CERRATO AND COUNCILMAN BENTON VOTED YES. MAYOR PRO-TEM SCOTT, COUNCILMAN CORBETT AND COUNCILMAN LARKIN VOTED NO. THE MOTION FAILED.

Consideration of Approval of Resolution Concerning COBRA Area

Councilman Benton requested the item to be tabled until the March 21, 2017 Meeting, the Council agreed.

Consideration of Resolution Approving an Installment Financing Contract /Security Agreement for the Fire Truck

MAYOR PRO-TEM SCOTT MADE A MOTION TO ADOPT THE RESOLUTION APPROVING THE EXECUTION OF THE INSTALLMENT FINANCING CONTRACT AND THE SECURITY AGREEMENT. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Old Business (Cont.)

Consideration of Resolution Authorizing a South State Bank Checking Account

Bonnie Bray, Finance Director, explained that South State Bank requires a checking account be opened to receive the borrowed funds. Once the funds are moved to the Town's general account the South State Bank Checking Account will be closed.

COUNCILMAN CERRATO MADE A MOTION TO ADOPT THE RESOLUTION AUTHORIZING A SOUTH STATE BANK CHECKING ACCOUNT. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

New Business

Review upcoming Agenda Items and Identify New Agenda Items for March 6, 2017 Meeting

Councilman Cerrato requested Dredging Policy Questions be added to the March 6, 2017 agenda.

MAYOR PRO-TEM SCOTT MADE A MOTION FOR DREDGING TOPICS NOT TO BE ADDED TO THE MARCH 6, 2017 AGENDA. MAYOR FORRESTER CALLED FOR A VOTE. MAYOR PRO-TEM SCOTT, COUNCILMAN LARKIN AND COUNCILMAN CORBETT VOTED YES. COUNCILMAN CERRATO AND COUNCILMAN BENTON VOTED NO. THE MOTION CARRIED BY MAJORITY VOTE.

The Council reviewed the Disposition of Directives listing of agenda items for the March 6, 2017 Meeting and made the following amendments:

- Added to the 03/06/17 Meeting - Resolution Approving the Brunswick County Greenway, Bike Routes and Paddle Trail Plan
- Moved the Draft Personnel Policy to the 03/21/17 Meeting

Mayor Forrester advised that Carolina Shores has requested the Council to consider supporting their Resolution opposing the proposed Carolina Bays Parkway (SC Hwy. 31) Extension Route. Councilman Larkin and Councilman Corbett are attending the GSATS Meeting on March 2, 2017 and will report to Council during the March 6, 2017 Meeting.

Public Comments

Neil Gilbert 1150 Sea Bourne Way – Advised that in his opinion the Environmental Resource Committee is not predisposed to opposing the dredging project and invited all Council members to attend the Committee Meetings and hear the discussions held first hand.

Charles Nern 647 Oyster Bay Drive – Advised that in his opinion some members of the Environmental Resource Committee are predisposed to opposing the dredging project and any development.

Recess Meeting to Transition to Planning/Retreat Session

Mayor Forrester recessed the Meeting for five (5) minutes to allow Staff and the Council to transition into the Planning Session.

Planning Session

Mayor Forrester reconvened the Meeting and advised that Susan Parker, Town Administrator would be officiating this portion of the Meeting.

Parker pointed the Council to the 2017 Planning Session Topics page that was distributed. Parker advised that the Topics, as provided by the Mayor and Council over the last few months, have been listed and categorized. Parker and the Council discussed each Topic, assigned priority levels for each and gave the Staff feedback necessary to proceed with the preparations of the upcoming budget meetings. The Planning Session results are as follows:

Public Works Department

1. Town Park Final Phase – Requires Completion by September, 2017
 - Observation Deck Construction Cost - RFP/Bid Package, Award Contract, Construction phase
 - Floating Dock – Repair Cost
 - Covered Seating Area – Construction (in Progress)
2. Storm-water System Improvements Plan
 - Determine Costs to Repair, Replace, Install New per Plan
3. Storm-water System Annual Maintenance Program
 - Determine Costs per Program including Equipment and Manpower Required
4. Dredging
 - Await Final Analysis from Consultant,
 - Hold Scoping Meeting and await updated Analysis Report with any Amendments/Changes as outcome of Scoping Meeting,
 - Develop Plan for initial Dredging Area and Determine Costs
 - Develop Maintenance Dredging Schedule and Determine Costs
5. Fire Station 1
 - Determine Roof Repair/Replacement Costs
6. Road Resurfacing and Crack Seal Programs
 - 2017/2018 Resurfacing Roadways include Waterway Drive, Stokes Drive, Colony, and Holly Lane, Determine Costs
 - Evaluate and Rate all Town Roadway Conditions,
 - Develop Resurfacing and Crack Sealing Schedules,
 - Determine Costs per Schedule
7. Main Street Sidewalk
 - Await Engineering plan
 - Await Announcement of Grant Award
 - Develop Project Plan and Construction Costs
8. East End Emergency Access (realignment)
 - Await Engineering Realignment Plan
 - Determine Construction Costs per Engineering Plan
9. Welcome to Sunset Beach Signs
 - Research Additional Locations for Welcome signs
 - Determine the associated legalities per location
10. Employee Training
 - Determine Training Needed and Develop Schedule

Finance Department

1. Develop Asset Replacement Schedule per Department
2. Develop Capital Improvement Plan as Follows:
 - Initial Dredging Project Capital Improvement Plan
 - Maintenance Dredging Project Capital Improvement Plan
 - Storm-water System Improvements Project Capital Improvement Plan
 - Storm-water System Maintenance Program Capital Improvement Plan
 - Main Street Sidewalk Capital Improvement Plan
 - Resurfacing and Crack Sealing Program Capital Improvement Plan
3. 75% Savings Policy
 - Research and Develop Realistic Savings Policy Percentage necessary to Sustain Operational Expenses during Catastrophe
 - Establish Fund Specifically for the Savings Policy
4. Employee Classification/Compensation
 - Re-Introduce Salary Study RFP for Council Consideration
5. Financial Software
 - Determine Software Needs per Department
 - Research Products Available
 - Determine Costs
6. Credit Card Payments
 - Determine demand and feasibility
 - Research Hardware and Software Required
 - Determine Associated Costs and Ongoing Fees
7. Diversify Revenue Sources
 - Review and Evaluate Current Fee Schedule for Additional Revenue Sources
8. Employee Training
 - Determine Training Needed and Develop Schedule
9. Citizens Finance Committee

Administration Department Including Legal

1. Civil/Criminal Penalty Ordinances
2. Dredging Program Administration following Council Decision
 - If project proceeds follow establishment requirements per Consultant direction and NCGS
3. Storm-water System Program Administration following Council Decision
 - If project proceeds follow establishment requirements per Consultant direction and NCGS
4. Privatize Leaf and Limb
 - Research Private Companies to Contract for Leaf and Limb Services
 - Determine Costs Savings and Increased Level of In-House Work Related to Contracting Leaf and Limb Services
5. Materials Disposition (Town Park)
 - Re-Advertise Perma-trek Material for sale
6. Land Acquisition for Public Works Department
 - Research property availability for relocating the Public Works Department
 - Determine Costs of Building Facilities

Administration Department Including Legal (Cont.)

7. Personnel Manual
8. Records Management System
9. Employee Training
 - Determine Training Needed and Develop Schedule
10. Recreation and Wellness Activities Achieved by Neighborhood Interconnectivity
 - Research Feasibility and Develop Plan
11. Efficiencies (Solar & LED)
 - Continue to Phase Out Existing Lighting Fixtures and Replace with LED Fixtures
 - Determine Costs to Replace Existing Street Lights with LED Street Lights
 - Evaluate Costs Savings between Phase-in versus Replace all at one time
12. Citizen Engagement
 - Explore Methods to Engage Citizens
13. Continue to Work with Legal Team regarding Jaguar's Lair, Sunset Beach West-End, and Riverside Drive Development

Planning and Inspections Department

1. Citizens Economic Development Committee
 - Research Developing a Committee to Encourage Commercial Development and Determine Methods in Which the Town can Assist
2. Economic Development
 - Research Methods to Entice Development Geared Towards Permanent and Tourism Population Needs
3. Employee Training
 - Determine Training Needed and Develop Schedule

Police Department (Delayed awaiting New Chief)

1. Enforcement Parking
2. Citizens Police Patrol

Town of Sunset Beach

Robert Forrester, Mayor

Submitted by:

Lisa Anglin, Town Clerk

*The February 21, 2017 Minutes were approved by Council during the April 3, 2017 Meeting.